

**TREE PROGRAM SPECIALIST***Class Definition*

Under supervision, performs assignments related to administration of a municipal tree program.

*Distinguishing Characteristics*

Tree Program Specialist is a single position journey-level class assigned to the Parks Division of the Parks, Recreation and Community Services Department. Reporting to the Forestry Supervisor II, the incumbent performs professional urban forest work related to administration of a city-wide tree planting program and monitors and enforces contract compliance regarding street tree planting. This class differs from Forestry Supervisor I in that the incumbent of that class is a first line supervisor to the tree maintenance crews.

*Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Insures contract compliance by administering, monitoring, and inspecting the work of contractors designated to provide selected and city-wide contractual tree planting services.

Coordinates, provides lead direction, and participates in the efforts of the City and various groups relating to municipal tree planting projects.

Provides lead direction for, and participates in system design and the input of new tree management data for recordkeeping purposes in a computerized city-wide tree management inventory system.

Responds to professional and public inquiries, complaints, and requests, and advises on matters relating to inspecting and diagnosing tree problems to determine care, disease identification and treatment.

May provide lead direction to crews engaged in tree planting, removal, and maintenance activities.

Represents the Parks, Recreation and Community Services Department at Subdivision Review Committee meetings and during the site plan review process; communicates Parks Division's policies to other departments or agencies involved with the tree planting program.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Considerable knowledge of the principles and practices of modern arboriculture and forestry including tree

identification, nursery practices, tree cultivation, soils, fertilizers, and pest control.

Considerable knowledge of methods, equipment, tools, and safety practices of tree planting, maintenance, and removal.

Knowledge of codes, ordinances, regulations, policies and procedures which apply to city plans as related to forestry objectives.

Ability to interpret and apply complex regulations and guidelines including the monitoring of tree program contract specifications.

Ability to review and interpret detailed specifications, engineering plans, site plans, and landscape plans.

Ability to analyze problems and apply sound judgment.

Ability to prepare and present clear and concise oral and written communication.

Ability to use a variety of computer business software applications.

Ability to establish and maintain good working relationships with the general public and co-workers.

*Minimum Qualifications*

Completion of an Associate of Arts Degree from an accredited college or university in forestry, natural resource management, arboriculture, or related field; AND, two years of experience directing tree planting in urban forestry, or arboriculture experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Special Requirement*

Incumbents must possess, or obtain within one year of appointment, a Certified Arborist certificate issued by the International Society of Arboriculture.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_

Director of Administrative Services

DATE: \_\_\_\_\_